



## LAKE COUNTY ENVIRONMENTAL HEALTH

106 FOURTH AVENUE EAST

POLSON, MT 59860-2175

PH: 406-883-7236 FAX: 406-883-7205

Email: [envhealth@lakemt.gov](mailto:envhealth@lakemt.gov)

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RE: Temporarily serving food in Lake County for personal profit

If you are temporarily serving food to the public in a for-profit capacity for fewer than 45 days in a calendar year, you are required to obtain a Temporary Food Service (TFS) permit from Lake Co. Environmental Health.

**At least two weeks prior to the event**, the following 4-page Temporary Food Service plan review form **MUST** be submitted to this office for review and approval. If you are operating for personal monetary gain, an \$85.00 fee (payable to L.C.E.H.) must also be submitted with your plan review form. Upon approval, a TFS permit will be issued by this department and you will be given food safety requirements to follow during preparation and service.

By definition, your TFS permit is valid under the following circumstances:

- If you are operating at a fixed location for no more than 21 days in conjunction with a single event or celebration (examples: Cherry Festival, Lake County Fair, Summerfest); or,
- If you are using a fixed menu and operating within a single county at a recurring event or celebration for no more than 45 days (example: the local farmers' markets).

If the food service will last more than 45 days in a calendar year, then a *MT Retail Food License* is required.

The State of Montana sets rules for food service as modeled by the 2013 edition of the FDA Food Code (see also the Administrative Rules of Montana ARM 37.110.201-272). It is your responsibility to follow these rules and to maintain good public health practices. Also refer to the Temporary Food Service Guidelines included in this packet for additional tips on preventing foodborne illness.

The potential for a foodborne illness outbreak from improperly prepared food at temporary events is high. Such an outbreak would result in serious liability for event sponsors and would threaten the future of food vending at popular events in the community. Proper hand washing, thorough cooking, correct hot/cold holding temperatures, and prevention of cross-contamination are key elements of food safety at temporary events.

If you have questions, please contact the Lake County Environmental Health Department at [envhealth@lakemt.gov](mailto:envhealth@lakemt.gov) or (406)-883-7236.



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### PLAN REVIEW GUIDELINES FOR TEMPORARY FOOD SERVICE

Use the following information as a guide when filling out the Temporary Food Service plan review form:

- ⇒ **Potable Water Source:** Water for cooking and handwashing must be obtained from an approved source. Approved sources include licensed restaurants, private tested wells (documentation may be required), or public water systems. Inquire with this department if you are uncertain about an approved water supply.
- ⇒ **Sanitary Sewer Source:** All wastewater generated on site (cooking, handwashing, etc.) must be disposed of in an approved sanitary sewer source such as an approved RV dump or mop sink in a licensed retail food establishment. Wastewater may not be disposed of on the ground or in a sink designated for handwashing.
- ⇒ **Restroom Availability:** Restrooms must be available for food workers within 200 feet of the booth location. Restrooms must have handwashing facilities with warm running water, hand soap and disposable towels.
- ⇒ **Handwashing Station:** A handwashing station at the booth is required. The station must consist of warm running water, soap and paper towels. Hand sanitizer in addition to handwashing is acceptable, but is not considered a replacement for handwashing.
- ⇒ **Approved Servicing Area/Commissary Location:** A temporary food establishment may need to be supported by a servicing area. Depending on the menu, the servicing area will be used for cold and dry food storage, preparation of menu items, washing of produce, cleaning and sanitizing equipment, approved potable water source and/or approved wastewater disposal area.
- ⇒ **Menu:** Include a menu for all items you plan to serve. Ice, pre-packaged foods, single-serve foods, canned and bottled products must be included. Note which foods you plan to prepare or handle and which foods are pre-packaged or pre-prepared. Indicate the approved source where all foods will be purchased.
- ⇒ **General Layout:** Include a floor plan of the temporary setup and indicate what will be used for overhead cover, flooring and walls (if necessary). The floor plan must include the locations of equipment; handwash sinks/station location; work tables; trash disposal containers; and storage area for food, personal items and single-service supplies. Note: walls, screening and flooring are subject to location of the food stand, the weather or other limiting factors. Please contact this office with questions.
- ⇒ **Equipment List:** On the general layout, list all equipment which will be at the temporary food establishment site. Include cutting boards, utensils, cooking and hot holding equipment, coolers, cold holding equipment, barriers to bare hand contact, etc.



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### TEMPORARY FOOD SERVICE PLAN REVIEW

Return the completed application with the **\$85.00** fee to the above address.

**Checks must be made payable to L.C.E.H.**

All applicants must submit a completed plan review application at least 2 weeks before the event.

**Temporary Food Establishment (TFE)** means a retail food establishment that in a licensing year either:

- (a) Operates at a fixed location for no more than 21 days in conjunction with a single event or celebration; or
- (b) Uses a fixed menu and operates within a single county at a recurring event or celebration for no more than 45 days.

#### Applicant Information

Date of Application	
Name of Business or Organization	
Name of Person in Charge of Food Service	
Mailing Address	
Phone	
Email	

#### Event Information

Name of Event(s) or Function(s)	
Specific Location of Event(s)	
Event Coordinator(s) Contact Information	
Date(s) of Event	
Hours of Operation	<i>Indicate the hours in which you will be SET-UP and ready to serve, NOT the hours of the event. If your planned hours of operation change, please contact this department.</i>

*I hereby declare that no changes to these food service plans will be made without the Lake County Environmental Health Department's approval.*

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Approved Servicing Area

A TFE may need to be supported by a servicing area. The servicing area will be used (depending on menu plans) for cold and dry food storage, preparation of menu items, washing of produce, cleaning and sanitizing equipment, an approved potable water source and/or approved wastewater disposal area.

Your servicing area is:	
Servicing Area Contact Person and Phone Number	
How will food be transported from the servicing area to the event?	

## Water Source and Sewer Source

If no servicing area is needed for your TFE setup and operation, please indicate the following:

Potable Water Source	
Sanitary Sewer Source	

## Hygiene

Certified Food Protection Manager (CFPM) Contact Person and Phone Number	Depending on your menu, you may be required to have at least one designated CFPM (i.e. ServSafe Manager certified)	
Location of available restroom	Every temporary food service must have restrooms within 200 feet of the food service operation for employee use.	
Type of Chemical Sanitizer	Every temporary food service must have a sanitizing solution in a bucket with an available wiping cloth. The solution must be 100 ppm chlorine (bleach) or 200 ppm quaternary ammonia. Operators must have test strips to ensure proper concentration.	
Handwashing facilities	Every temporary food service must have a way to wash hands during food preparation and service. If you do not have a designated sink available with hot and cold running water in your serving area, you must set up a temporary hand wash station.	<input type="checkbox"/> Plumbed with hot and cold water under pressure <input type="checkbox"/> Self-contained portable unit <input type="checkbox"/> Gravity-fed water with spigot/bucket <b>At a minimum, temporary station must have the following: a five gallon container filled with clean WARM water from an approved source; a spigot/spout that allows both hands to be under the running water (no push button containers); a bucket to catch the handwash water when used; hand soap; and disposable towels.</b>
Describe how bare hand contact with ready-to-eat foods will be eliminated	Food handlers may not contact exposed, ready-to-eat food with their bare hands and shall use suitable utensils (deli tissue, spatulas, tongs, single-use gloves) or dispensing equipment.	

## Proposed Menu

List each menu item you plan to serve. Include the approved source (where the item is purchased) and the preparation process for the item. Provide a separate sheet of paper if you need more space.

Menu Item	Approved Source	Preparation Process
<i>Example: Cheeseburger (with lettuce, tomato, onion)</i>	<i>Name of local grocery store</i>	<i>Hamburger patties will be cooked on grill at the event and hot held in roasters until served. Burger will be placed on bun with cheese, lettuce, tomato, &amp; onion, and then served</i>

## Food Storage

How will dry goods be stored off of the floor/ground?	
Will raw meats, poultry and seafood be stored in the same refrigerator(s), freezer(s), or cooler(s) as cooked/ready-to-eat foods? (YES/NO)	
How will hot foods be maintained at 135°F or above?	
How will cold foods be maintained at 41°F or below?	

## General Layout

Sketch a general layout of the TFE indicating the locations and types of equipment, handwash sinks/station location, work tables, trash disposal containers, and storage area for food and single-service supplies.

## Booth/Tent Construction

<b>Electrical source</b>	<i>TFE booths may require the use of electricity in order to operate equipment.</i>	
<b>Overhead covering</b>	<i>Outdoor TFE booths may require overhead cover.</i>	<input type="checkbox"/> Canvas <input type="checkbox"/> Wood <input type="checkbox"/> Other:
<b>Floor covering</b>	<i>Outdoor TFE booths may require cleanable ground cover.</i>	<input type="checkbox"/> Asphalt <input type="checkbox"/> Concrete <input type="checkbox"/> Grass <input type="checkbox"/> Tarp <input type="checkbox"/> Wood <input type="checkbox"/> Other:
<b>Wall covering</b>	<i>In dusty or windy settings, outdoor TFE booths may require wall coverings.</i>	<input type="checkbox"/> Tarp <input type="checkbox"/> Screen <input type="checkbox"/> Wood <input type="checkbox"/> Other:

## OFFICE USE ONLY

Sanitarian Comments/Requirements: \_\_\_\_\_

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\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Signature of Registered Sanitarian: \_\_\_\_\_ Date: \_\_\_\_\_